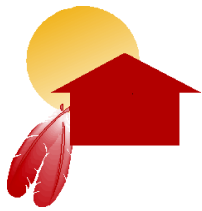


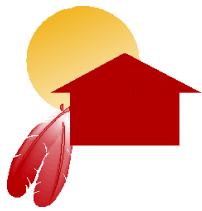
2022

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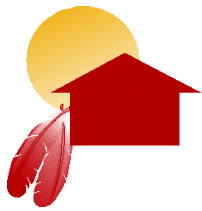
RECIPIENT NAME:	<u>Regulatory/ Statutory Citation</u>	<u>Other Tools</u>	<u>WP. Pg.</u>	<u>Remarks</u>
I. Purpose				-
The purpose of this portion of the review is to assess the day-to-day operation of the overall organization, structure, and administration of the recipient. The review is intended to determine the recipient's implementation of key areas of authority, appropriate lines of reporting, and adequate controls to ensure assets are safeguarded.	NAHASDA, Sections 403(c) and 405(b)(1)(ii) 2 CFR Part 200 24 CFR 1000.26 24 CFR 1000.524 and .526 24 CFR Part 1003 (ICDBG)	ICDBG, ROSS, and RHED/RIF NOFAs for the year grant was funded. See Other Programs Monitoring Plan for web links to ICDBG, ROSS, and RHED/RIF NOFAs.		See Other Programs Monitoring Plan for web links to ICDBG, ROSS, and RHED/RIF NOFAs. Read & Noted
II. Pre-Visit Preparation				-
A. If available, review the following documents as they pertain to organization and structure: 1. Most recent IHP, approved IHP amendments, IHP amendments in process 2. Policies and procedures (see section III for review instructions) 3. Previous monitoring findings 4. Previous self-monitoring report(s) 5. Previous 2 CFR Part 200 audit and OIG audits findings and/or work papers		HUD-52737 (also known as the EPIC IHP/APR form)		Read & Noted



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RECIPIENT NAME:	<u>Regulatory/ Statutory Citation</u>	<u>Other Tools</u>	<u>WP. Pg.</u>	<u>Remarks</u>
6. Corrective actions status for findings 7. Previous and current enforcement actions 8. Valid complaints 9. Relevant correspondence				-
B. Review the sampling methods in the General Instructions for Monitoring Plans.	24 CFR 1000.503 and .526			Read & Noted
C. Indian Preference in Employment/Hiring NOTE: Indian preference is also covered in procurement. For this review, the focus should be on Indian preference in overall employment/hiring.	24 CFR 1000.48, .50 and .52			Read & Noted
1. Identify whether prior monitoring reports addressed noncompliance with Indian preference requirements.				No non-compliance noted in last review done in 2007.
a. If a monitoring finding remained unresolved, the on-going noncompliance is a repeat finding.				N/A
b. If the audit finding remained unresolved, the on-going noncompliance is a repeat finding.				N/A

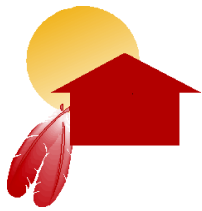


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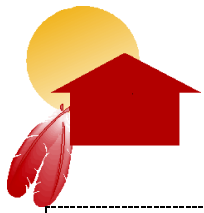
Organization and Structure
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RECIPIENT NAME:	<u>Regulatory/ Statutory Citation</u>	<u>Other Tools</u>	<u>WP. Pg.</u>	<u>Remarks</u>
2. Review and discuss with Grants Management any Indian preference complaints received by the recipient.	24 CFR 1000.54 24 CFR 1003.510 (e)	See Attached confirmation from HR Director		One Complaint in 2022.

III. Onsite Review				-
A. Policies and Procedures/Records Management				-
1. Has the Board/Tribal Council adopted the required policies; i.e., rent and homebuyer policy; eligibility, admission, and occupancy; management and maintenance, tenant and homebuyer selection, relocation and real property acquisition; drug free workplace, Indian preference, Section 3?	NAHASDA Sec. 102(b)(2)(d) 2 CFR 200.318(a)(c) 2 CFR 200.474.(d) 24 CFR 1000.14 24 CFR 1000.26 24 CFR 1000.42 24 CFR 1000.46 24 CFR 1000.158 24 CFR 1003.510	PG 2002-11		Yes, most policies are current and in place, but edits and revisions are always ongoing to ensure they meet our program needs and reflect our program operations accurately. A major update to our Tribally Owned Rental Housing Policy is currently underway and will be completed before our 34th Street development accepts tenants.
2. Do meeting minutes confirm that the Board/Tribal Council is following its policies?		See attached NAHASDA Service report		Yes, all changes in policies are done by Tribal Council as a Resolution. Tribal Council will also call upon the Housing Committee as needed for input on changes.
3. Do the minutes confirm that staff is following its policies?				Minutes reflect the review of the monthly housing report detailing program activities, and monthly expenditures are reported by the CFO. Minutes reflect no compliance issues in 2022.
4. Do the minutes reveal any instances where tribal officials have interfered with the Board/Tribal Council and/or staff in enforcing its policies?				No



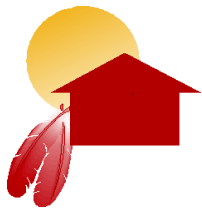
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B. Board/Tribal Council Actions				
1. Does the Board/Tribal Council provide guidance and direction to management?				Although Tribal Council typically just offers policy oversight and strategic planning, they will also act as a final level of control through the check signing process.
2. If applicable, does the governing body review and evaluate the performance of the Director and their grant administration activities?	24 CFR 1000.502			No, HR, HHS Director, and the COO are involved in that process.
3. Does the Board/Tribal Council adhere to all laws, regulations, and policies? NOTE: For state recognized tribes, examine the requirements of state law as well.				Yes
a. Review meeting minutes for evidence of noncompliance with federal requirements and recipient policies.				None Noted
b. Interview staff and program participants for opinions on compliance.				Samish has an Appeals Board in place to address any complaints or concerns related to compliance with policy for participants. Program operational compliance is reviewed through establish internal controls in the program and accounting functions for daily activity and is also reviewed formally during the annual self-monitoring process.



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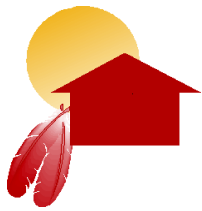
				Program has confirmed there are no areas of concern this year surrounding compliance or compliance issues of concern in 2022.
c. Review policies for compliance with federal requirements.				Reviewed and found compliant.



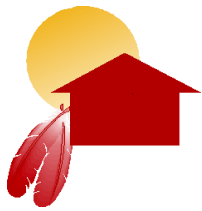
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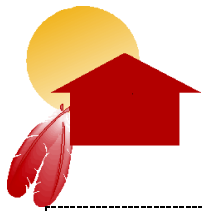
RECIPIENT NAME:	<u>Regulatory/ Statutory Citation</u>	<u>Other Tools</u>	<u>WP. Pg.</u>	<u>Remarks</u>
<p>4. Have Board/Tribal Council members placed their relatives in housing ahead of others on the waiting list? (Note: this should also be cited in the Occupancy Monitoring Plan.)</p> <p>NOTE: This issue is addressed in Admissions and Occupancy (A&O). If A&O is not reviewed, then the issue should be addressed during the Organization and Structure review.</p>	<p>24 CFR 1000.30 24 CFR 1000.32 24 CFR 1000.34</p>	<p>See attached HHS Participant Eligibility Screening.</p>		<p>There is a waitlist in 2022, and no relatives of Tribal Council were placed into the Housing programs in 2022.</p> <p>Verified screening form has question</p>
<p>5. Does the Board/Tribal Council allow the recipient to operate without undue interference?</p>	<p>2 CFR 200.303</p>			<p>Yes</p>
<p>a. Does the Board/Tribal Council interfere with the day-to-day operations of the recipient?</p>				<p>No</p>
<p>b. Does the Board/Tribal Council override internal or financial controls put in place for the recipient's staff?</p>				<p>No</p>
<p>6. Does the Board/Tribal Council convey the message that integrity and ethical values are not compromised?</p>				<p>Yes</p>



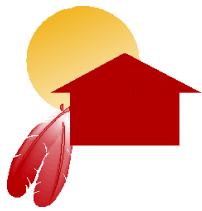
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7. Are Board/Tribal Council minutes transcribed and stored to preserve a history of Board/Tribal Council actions?				Yes, and the program has access to those minutes online and in the H-drive at Council Meetings Monthly/Minutes.
8. Are Board/Tribal Council meetings held in accordance with the terms of the bylaws?				Yes
9. Are financial reports reviewed as part of each regular monthly Board/Tribal Council meeting?				Yes, the CFO presents financial data monthly.
10. Do Board/Tribal Council members receive a stipend to attend meetings?				Yes, but not paid using program funds - only paid using discretionary TYEE funds.
(a) If so, is the stipend reasonable in accordance with local practice and ONAP Program Guidance?	2 CFR 200.404	Program Guidance 98-13t		N/A
C. Conflict of Interest				-
1. Is there a written Code of Conduct or Conflict of Interest statement or policy?	2 CFR 200.318(c) and (k) 24 CFR 1000.30, 32, .34 and 36 24 CFR 1003.606	PG 2002-13 (R) <i>See Attached</i>		Yes: however as of 11/22/22 has not been codified. Personnel Policy 5-04-001 Conduct Policy Finance: 4-90-010(5) Code of Conduct Housing 13.300
2. Has the statement or policy been adopted by the Board/Tribal Council?		<i>See Attached</i>		Yes, Personnel Policy by Resolution – 2022-10-015
3. Does the Board/Tribal Council follow the policy?				Yes, the policy is Nationwide.



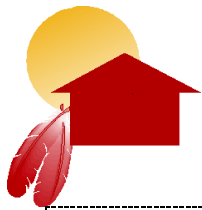
RECIPIENT NAME:	<u>Regulatory/ Statutory Citation</u>	<u>Other Tools</u>	<u>WP. Pg.</u>	<u>Remarks</u>
D. Complaints and Grievances NOTE. This section applies only to complaints and grievances by staff and board members.				Read & Noted
1. Is there a written policy or procedure to cover the management of complaints and grievance resolution?	24 CFR 200.318(c) 24 CFR 1000.54	PG 2001-06		Personnel Policy: 5-14-01 through 03 For staff and Council: Section 5-14-01 & 002 outline informal resolution within 3 days as initial response. Section 5-14-03(a-b) requires formal grievances be submitted within 10 days in writing to the HR Director who will then respond with a solution within 10 days; © offers additional resolution by for missing those deadlines (d) allows for further appeal to the COO within 5 days, who then has 30 days to respond (e). Finally, if that resolution still is inadequate, then final appeal can be made to the Appeals Board under the Appeals Board Ordinance. For Clients, section 13.207 in the Housing Program Policy addresses complaints and grievances and clients are given a form to complete to verify they are aware of that process. That appeal goes directly to the Appeals Board.



2.	Does the recipient have a method to track grievances to ensure that they are resolved?			<p>Yes, HR has a tracking system in place and oversees complaints or grievances for staff and board.</p> <p>Clients' complaints/grievances Housing plans to create internal grievance procedure for clients that have complaints. Expected internal grievance in place by June 2023.</p> <p>This process should help eliminate any individual interpretation by the department and move the burden of individual interpretation to the Appeal Board on a case by case basis.</p>
3.	Is there a provision for an impartial hearing panel or alternate dispute resolution?			Yes, the Appeals Board under the Appeals Board Ordinance.
4.	Are complaints and grievances resolved promptly, with fair and reputable action by the recipient?			Yes, process is within 30 days under Appeals Board currently.
E. IHP Certification				-
1.	Has the Board/Tribal Council executed the certificate of compliance in the IHP?		HUD-52737 (Section 9) <i>See Attached</i>	Yes, by Resolution #2022-10-009 for 2023.
2.	Does documentation confirm that the recipient is in compliance with its certification?		<i>See IHP as attached</i>	Yes, Certifications are in the final IHP in EPIC on page 8



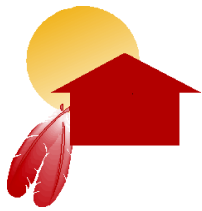
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a. Did the recipient comply with title II of the Civil Rights Act of 1968 in carrying out this Act, to the extent that such title is applicable, and other applicable federal statutes?				Yes.
b. If applicable, are there households within the recipient's jurisdiction at or below 80 percent of median income?				Yes, all current program participants are at or under 80% of median income. Four program participants became over-income in 2022 and were discharged from the program. Three completed the 2-year program. Three participants were deceased. One participant married and utilized spouse's voucher. Two exited due to program lease violation. One exited due to unable to find housing. See "Rental Assistance Code 2022" in program files.
F. Insurance NOTE: Most of this section is covered in Fiscal and Financial Management – Appendix 8 Insurance. If no Fiscal and Financial Management review, then review questions 1-7 below.				Read & Noted N/A in 2022 as we do not have our own housing stock to insure.
1. Obtain a copy of the latest insurance policy(s) and proof of payment(s).		PG 2014-03 (R)		N/A in 2022 for housing stock



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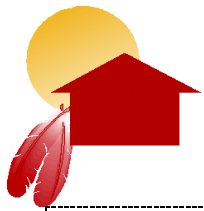
2.	Does the recipient provide proof of insurance to indemnify from loss against fire, weather, and liability claims for all IHBG-assisted housing units owned or operated by the recipient?	NAHASDA Section 203(c) 24 CFR 1000.136 24 CFR 1003.202			N/A in 2022 for housing stock
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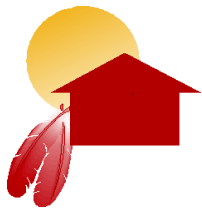
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3. Has the recipient produced a copy of the certification of insurance, including an inventory of the structures and buildings insured?	24 CFR 1000.136 24 CFR 1000.138 24 CFR 1000.38 24 CFR 1003.202	See Attached		Yes
4. Are the vehicles and other equipment properly insured?		See Attached		Yes, the program specific vehicles are insured under the Tribe's policies and fleet procedures which are managed by HR and Planning Dept.
5. Does the recipient effectively maintain an insurance file that includes a history of claims and other pertinent information?				Yes, it is managed by HR.
6. Obtain a copy (or verify existence) of a list of insured housing to document that all units are covered. <i>Note: If this is not included in the policy, access the insurance company's website.</i>				N/A in 2022
(a). Are all NAHASDA-assisted units covered by the insurance policy?	24 CFR § 1000.136			N/A in 2022
7. If the recipient has done extensive rehab on private homes, then verify that there is adequate insurance coverage for these units.				N/A in 2022



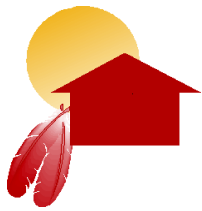
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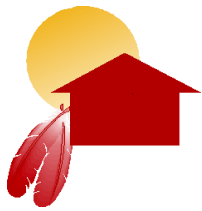
(a). Verify insurance coverage by reviewing the listing of units in the policy or by accessing the insurance company's website.				N/A in 2022
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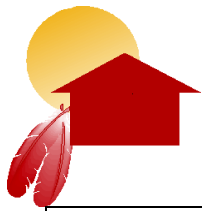
RECIPIENT NAME:	<u>Regulatory/ Statutory Citation</u>	<u>Other Tools</u>	<u>WP. Pg.</u>	<u>Remarks</u>
G. Administrative Climate				-
1. Is there evidence of frequent staff turnover among key positions?				Not in 2022
2. Is there frequent staff turnover in finance?				No in 2022
3. Is there frequent staff turnover in maintenance?				None in 2022; no HUD specific maintenance staff to date in 2022.
4. Is there a lack of seniority among staff?				No
5. Is there an accurate organization chart available on site?		<i>See Attached</i>		Yes, it is available on the Samish Intranet site, under HR.
6. Is there an emphasis on training and educational opportunities for staff and Board/Tribal Council members?				Yes, both in-person and online.
7. Are the appropriate staff and Board/Tribal Council members attending training?				Yes
8. Is the training adequate?				Yes, and it is free.
H. Record Retention				-
1. Are records maintained for 3 years from the end of the program year during which the funds were expended (NAHASDA)?		<i>See Attached</i>		Yes, we have a retention policy in place at Samish that is followed. The current Records Retention was updated this year and does provide for that 3-year requirement at minimum.



RECIPIENT NAME:	<u>Regulatory/ Statutory Citation</u>	<u>Other Tools</u>	<u>WP. Pg.</u>	<u>Remarks</u>
2. Does the recipient have an effective file management and records retention system?				Yes.
I. Indian and Tribal Preference in Employment and Hiring				-
<p>Section 101 (k) of NAHASDA allows a tribe to adopt tribal preference in employment and contracting. The tribal employment and contract preference laws (including regulations and tribal ordinances) must be adopted by the Indian tribe that receives the preference.</p> <p>NOTE: Indian and tribal preference requirements should be referenced in both the procurement policy and personnel policy.</p>		<i>See Attached</i>		<p>Read & Noted</p> <p>Finance: 4-90-020 (7) ; 4-90-060(4)</p> <p>Personnel: 5-03-02 and 5-03-03</p>
<p>A. Review the recipient's policies to determine if they are compliant with the requirements.</p> <p>NOTE: If procurement will be reviewed, then focus on personnel policy procedures for addressing personnel and hiring complaints. If no procurement review, then look at both procurement and personnel policies.</p>				Reviewed and found compliant
B. If complaints regarding Indian or tribal preference were filed, determine if the procedures for addressing the complaints are consistent with program requirements.		<i>See attached confirmation from HR Director</i>		One complaint in 2022, did not involve Indian or Tribal Preference



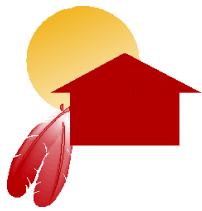
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NOTE: If procurement will be reviewed, then focus on procedures for addressing personnel and hiring complaints. If no procurement review, then look at procedures to address contractor complaints as well.				Read & Noted
C. Determine if the recipient complies with the Indian preference requirements in employment and hiring.				Read & Noted
1. Interview staff and review files to determine if the recipient has provided hiring preference and training opportunities to Indians and Alaska Natives.		<i>See attached confirmation from HR Director</i>		Yes, we hired 2 and promoted 1 Natives in 2022
a. If problems are noted in the staff interview process, research the records to determine if a violation exists.				N/A in 2022
IV. Summary				-
A. Summarize the results of the review in a work paper. B. Discuss significant issues with Supervisor. C. Develop findings, including questioned costs and corrective actions, as appropriate. D. Develop concerns because they could lead to a violation E. Develop report language, including any findings and concerns.				Program in compliance and no areas of weakness found. Improvements in draft and pending approvals: - Added clarification to Inspection clause in policy by separating pre-occupancy and annual inspections and adding procedures for each.



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			<ul style="list-style-type: none">- Added clause to require verifiable income and sufficient income be maintained for program participation- Added a 30-day notice period for termination- Added that program will establish TBRA income annually unless a change over 20% occurs, at which point the client must notify staff.- Added a general clause requiring ethical behavior of program participants- Adding a new policy clause and procedure for interpreting criminal background check results using matrix for evaluations that can better meet the need of our community while also eliminating the need for program staff to make case by interpretations.
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F. If there are any major issues identified in this review and the recipient has approval to invest, determine if a withdrawal of investment authority should be recommended.				
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Reviewer Name:	Lisabeth Nielssen, interviewed Sharon Paskewitz, Justin Krupa and Christa Goings
Review Date(s):	11/30/2021

Lisabeth Nielssen: 

Sharon Paskewitz: *Sharon Paskewitz*

Justin Krupa: 

Christa Goings:

Reviewed and Approved by Carey Thurston, CFO:

Motion: 2019-09-007

Resolution: 2019-09-003

Date Approved: September 21, 2019

Subject: Indian Housing Plan 2020

WHEREAS, the Samish Indian Nation was Federally re-acknowledged by the Assistant Secretary of the Department of the Interior of the United States of America on April 6, 1996; and

WHEREAS, the Samish Tribal Council is empowered to act on behalf of the Samish Indian Nation pursuant to Article VI, Section 2, of the Samish Tribal Constitution, approved November 14, 2003, by Resolution of the Samish Tribal Council and adopted and ratified by Vote of the Samish General Council on March 2, 2004 and recognized by the Assistant Secretary for Indian Affairs, David W. Anderson on April 20, 2004; and

WHEREAS, the health, safety, welfare and education of the Indian people of the Samish Indian Nation is the responsibility of the Tribal Council of the Samish Indian Nation; and

WHEREAS, the Samish Tribal Council recognizes the Native American Housing Assistance and Self-Determination Act (NAHASDA) Indian Housing Plan (IHP) needs to be submitted to Housing and Urban Development (HUD) to assure continued services provided to Tribal members.

THEREFORE BE IT RESOLVED the Samish Tribal Council has reviewed the attached Grant Review Form and the 2020 NAHASDA IHP with the estimated amounts of \$811,454 to be received in 2020 and \$3,057,136.11 of carryover funds, for an estimated total amount of \$3,868,590.11 and directs that it be submitted to HUD;

BE IT FURTHER RESOLVED, the Samish Tribal Council authorizes the Chairman and/or designee to sign, submit, negotiate, amend, modify the agreement.

SAMISH TRIBAL COUNCIL

By: 

Thomas D. Wooten
Tribal Chairman

CERTIFICATION

The above resolution was duly adopted by the Samish Tribal Council during a regular Council meeting held on Saturday, September 21, 2019, at which time a quorum was present by a vote of:

7 FOR, 0 AGAINST, 0 ABSTAIN.

Certified by: 

Dana M. Matthews
Tribal Council Secretary

MAILING ADDRESS: P.O. BOX 217 • ANACORTES, WA 98221

LOCATION: 2918 COMMERCIAL AVE • ANACORTES, WA 98221



U.S. Department of Housing and Urban Development
Northwest Office of Native American Programs
Federal Office Building
909 First Avenue, Suite 300, OAPI
Seattle, WA 98104-1000

November 26, 2019

The Honorable Thomas Wooten
Tribal Chairman
Samish Indian Nation
PO Box 217
Anacortes, WA 98221-0217

Dear Chairman Wooten:

SUBJECT: Federal Fiscal Year 2020
Indian Housing Block Grant Program
Grant Number. 55-IT-53-13870

The Office of Native American Programs is pleased to inform you that the Indian Housing Plan (IHP) you submitted for Federal Fiscal Year (FFY) 2020 funding under the Indian Housing Block Grant Program has been found to be in compliance with the requirements of Section 102 of the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA) and the associated requirements at 24 CFR Part 1000.

The regulation at 24 CFR 1000.214 explains that grant funds will be provided to a recipient when two conditions are met: First, the IHP must be determined to be in compliance with Section 102 of NAHASDA and second, funds must be available. As stated above, the first condition has been met (your IHP is in compliance). Unfortunately, at the present time, grant funds for FFY 2020 are not available. Funds for FFY 2020 will not be available until Congress appropriates the funds and makes them available to the Office of Native American Programs. We will notify you as soon as the funds become available.

If you have questions or need assistance during this process, please contact, Sandel Ferguson Grants Management Specialist, at (206) 220-6673, or me at (206) 220-6661.

Sincerely,

A handwritten signature in black ink, appearing to read "David Boyd", is written over the printed name.

David Boyd
Director,
Grants Management Division

3. Planned program Benefits: Describe below how your planned programs and activities will address the needs of low income families identified above. Also describe how your planned programs will address the various types of housing assistance needs.

Our program and activities address the needs of low income Native families by offering safe and affordable housing through our Tenant Based Rental Assistance (TBRA) Program, Homelessness Prevention, Emergency Housing (Shelter Stays), Rapid Re-Housing, housing searches, financial management, landlord/tenant education and other supportive services that will help Native families obtain skills that will support their ability to retain long term permanent housing. Through our TBRA program, fifty (50) Native families will be provided with long term assistance and fifty (50) will be supported through our Homelessness Prevention, Rapid Re-Housing and/or Emergency Housing assistance program.

In early 2020, Samish Indian Nation will complete its work with our Rental Design team, and start constructing up to eighteen (18) units of rental housing, in which nine (9) of those units will be designated as affordable permanent housing for our low-income households. The other 9 will be designated for over-income households, financed with Non-Indian Housing Block Grant (IHBG) funding. The land is located at 2109 34th Street, Anacortes, Washington 98221.

A Community Center will be constructed to be used by residents of our affordable permanent housing, in addition to families participating in our TBRA, Homelessness Prevention, Rapid Re-housing and Emergency housing programs.

We will introduce a new program "Community Awareness Health and Safety", designed to provide home safety demonstrations, home ownership education, home maintenance skills, educational training, and financial literature to residents in our affordable permanent housing, in addition to families participating in our TBRA, Homelessness Prevention, Rapid Re-housing and Emergency Shelter housing programs.

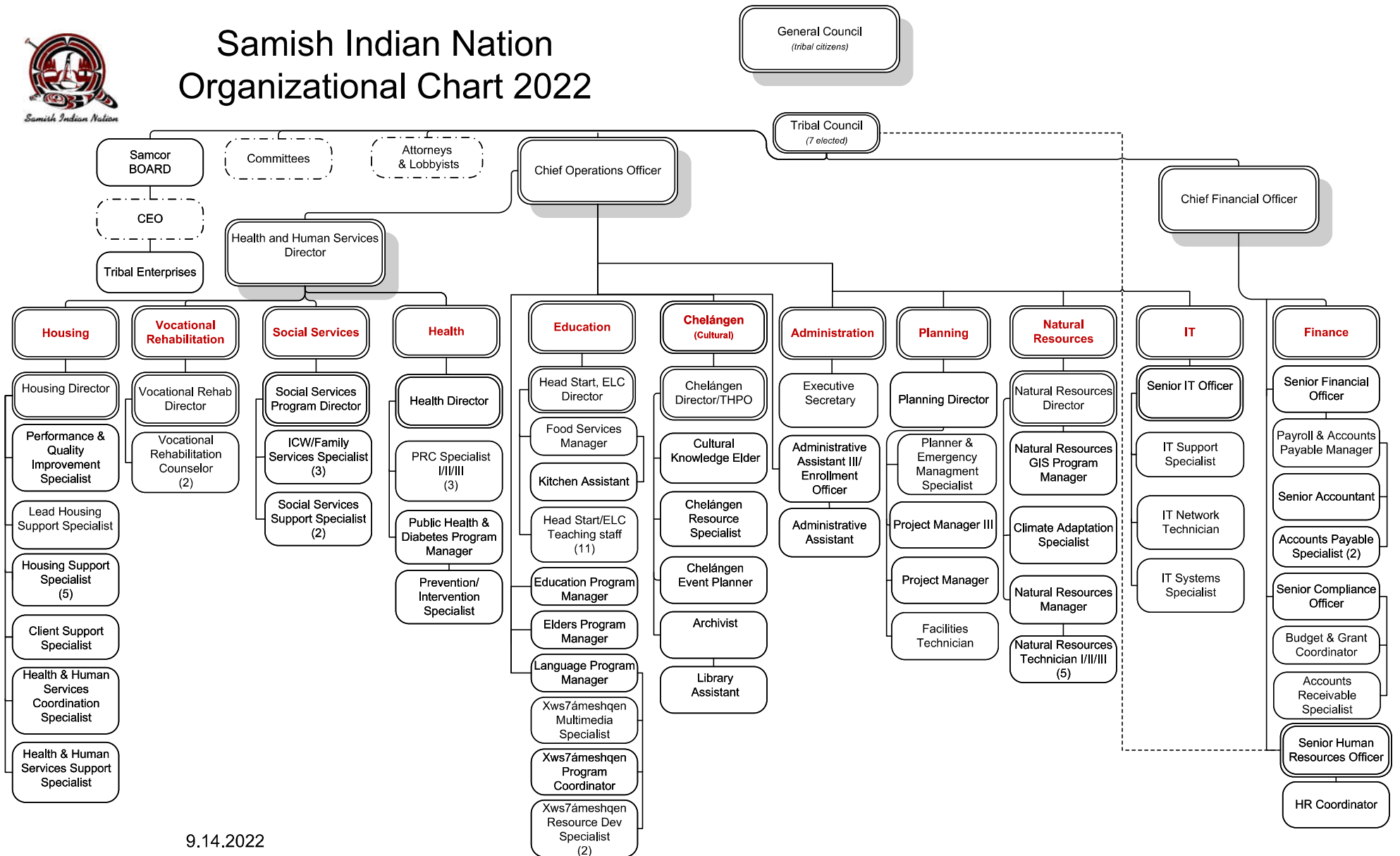
Activities offered will include assistance preparing a **housing search plan** and list of local landlords. For those clients that demonstrate that they need more assistance and support to find housing, the supportive service will be provided to meet the level of need. **Evaluate** the household's current resources, problem-solving abilities, and financial life skills, then provide the appropriate amount of assistance to ensure the greatest chance of successful transition to independence after program exit. When assistance ends, participants should have developed a natural support system, if possible, that will allow them to address obstacles that might later arise with employments, childcare, transportation or financial management. Participants will also need to know how to **navigate multiple systems**, so "other housing services" should consist of arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability. Rather than simply making referrals to programs, there will be times that we will need to walk participants through how to access services on their own and ensure that

participants have the skills to access services in the future independently. **Connections to Mainstream Resources** – that are appropriate to addressing barriers to housing retention.

Our clients reside in scattered site-housing throughout ten (10) Counties in Western Washington – Clallam, Island, Jefferson, King, Kitsap, Pierce, San Juan, Skagit, Snohomish and Whatcom. Many of our housing clients live in rural areas and do not have access to public transportation. Because of this, our housing staff make home visits to review housing stability plans, transport clients to medical appointments, work source and other necessary appointments to ensure families will become self-sufficient.



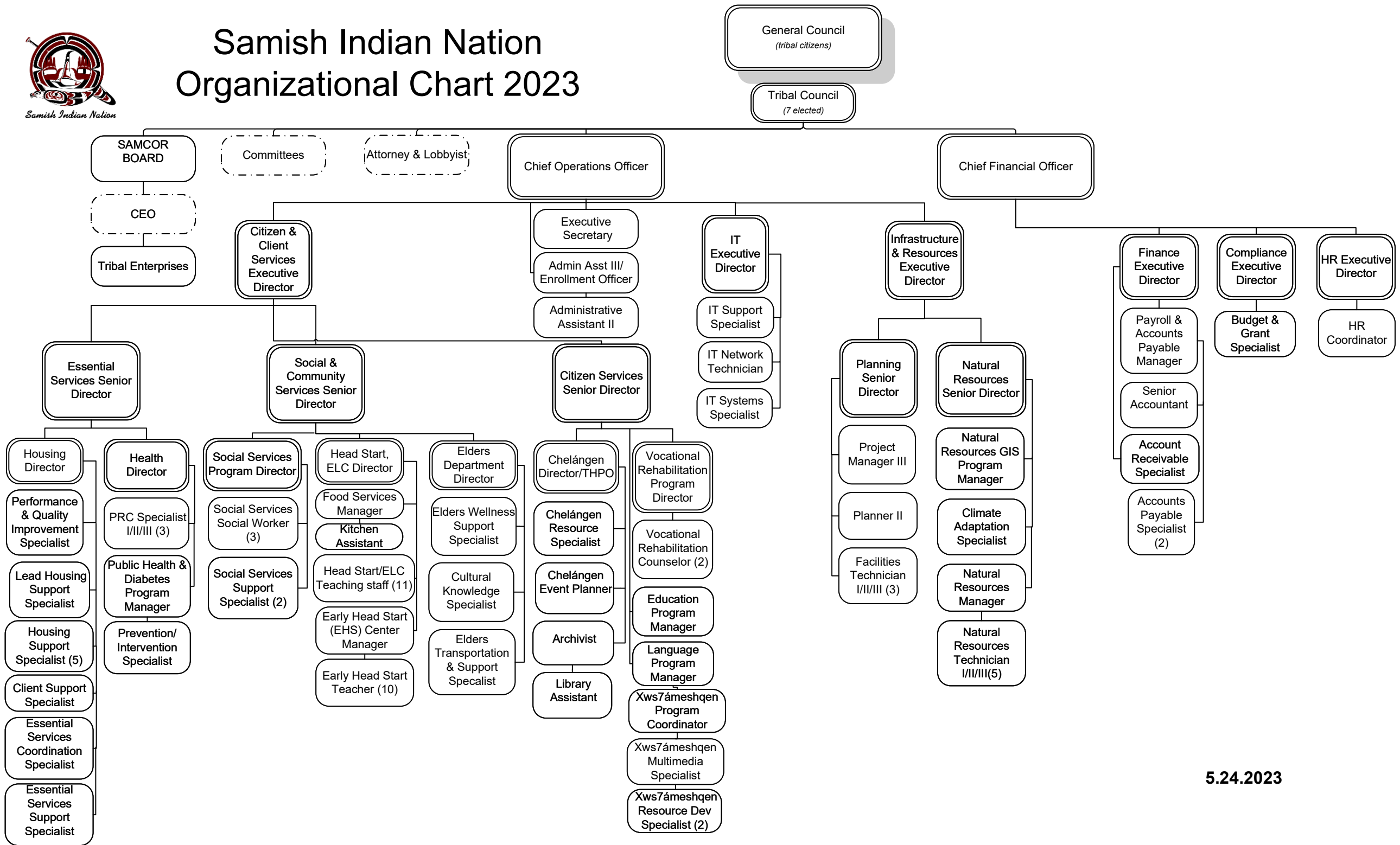
Samish Indian Nation Organizational Chart 2022





Samish Indian Nation

Organizational Chart 2023



5.24.2023

Funding Approval/Agreement

Native American Housing Assistance and Self-Determination
Act of 1996 (Public Law 104-330)

Title I - Indian Housing Block Grant

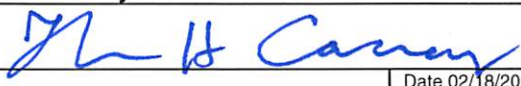

Title VI - Federal Guarantees For Financing Tribal Housing Activities

U.S. Department of Housing
and Urban Development
Office of Native American Programs

DUNs #: 091741637

1. Name of Recipient Samish Indian Nation	3. Recipient's 9-digit Tax Identification No. 910931896	4. Reserved FFY 2020
2. Recipient's Complete Address PO Box 217 Anacortes, WA 98221-0217	5. Program/Grant Number 55-IT-53-13870	6. Amount Approved IHBG \$919,966 Title VI Loan Guarantee

This Grant Agreement between the Department of Housing and Urban Development (HUD) and the above named Recipient is made pursuant to the authority of the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA) (25 U.S.C. 4101 et seq.). The Recipient's submissions for NAHASDA assistance, the NAHASDA statute (as now in effect and as may be amended by Congress), the HUD regulations at 24 CFR Part 1000 (as now in effect and as may be amended from time to time), and this Funding Approval, including any special conditions, constitute the Agreement. Subject to the provisions of this Grant Agreement, HUD will make the funding assistance specified here available to the Recipient upon execution of the Agreement by the parties. The Indian Tribe has agreed to assume all of the responsibilities for environmental review, decision making, and actions as specified and required in regulations issued by the Secretary consistent with and pursuant to Section 105 of NAHASDA. (If the Indian Tribe did not agree to assume these responsibilities, these responsibilities are retained by HUD). The Recipient further acknowledges its responsibility for adherence to the Agreement by entities to which it makes funding assistance hereunder available.

U.S. Department of Housing and Urban Development		Recipient	
Name Thomas H. Carney		Name	
Signature 		Signature 	
Title Administrator		Title	
Date 02/18/2020		Date (mm/dd/yyyy) 03/04/20	
7. Special conditions (check applicable box) a. <input checked="" type="checkbox"/> Not applicable b. <input type="checkbox"/> See attachment(s)	8a. Date HUD Received Submission 10/02/2019 8b. Date Recipient Notified 02/18/2020 8c. Date of Start of Program Year 01/01/2020	9. (check one) a. <input checked="" type="checkbox"/> Orig. Funding aprvl. b. <input type="checkbox"/> Amendment c. Amendment Number	10. Amount of Indian Housing Block Grant a. Funds Reserved for this Recipient \$919,966 b. Funds Now Being Approved \$919,966 c. Reservation to be Cancelled (a minus b)

11. (This section is to be completed only if a Tribally Designated Housing Entity (TDHE) is the recipient of the loan guarantee but is not the IHBG recipient)

11a. Name & Address of TDHE

Loan Guarantee Acceptance Provisions for Tribally Designated Housing Entities (TDHE)

The Tribally Designated Housing Entity hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development (HUD) on the above date with respect to the above program grant number(s) as Recipient designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided to it.

11b. Authorized Representative Name Not Applicable
Title _____
Signature _____
Date (mm/dd/yyyy) _____

HUD Accounting Use Only (show all dates as mm/dd/yyyy)

TAC		Program	Y	A	Reg.	Area	Document No.	Project No.	Category	Amount	Effective Date
1	5	3									
1	7	6									
Date Entered in PAS		Date Entered LOCCS		Batch Number		Transaction Code		Entered by		Verified by	

Resolution 2005-08-008
Adopted: 8/10/05
Subject: Conflict of Interest Policy
Resolution: 2018-05-017
Revised: 05/19/2018

**SAMISH INDIAN NATION
CONFLICT OF INTEREST POLICIES AND PROCEDURES
For Federal Funds Administered By
U.S. Dept. Of Housing and Urban Development
Samish Tribal Code §13.300**

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Resolution 2007-06-009
Date Adopted: June 9, 2007
Resolution: 2009-02-012
Revised: February 13, 2009
Resolution 2013-05-004
Revised: May 3, 2013
Resolution: 2013-12-011
Revised: December 13, 2013
Resolution: 2014-01-009
Revised: January 10, 2014
Resolution: 2014-05-008
Revised: May 2, 2014
Revised: October 17, 2014
Resolution: 2014-10-013
Revised: September 30, 2015
Resolution: 2015-09-23
Resolution: 2018-11-011

Subject: Housing Programs Policy

SAMISH INDIAN NATION HOUSING PROGRAMS POLICY

Samish Tribal Code §13.200

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Housing Admissions Policies Adopted 6/9/07-Resolution 2007-06-2009; Revised 2/13/09 Resolution 2009-02-2012; Revised 5/03/13 Resolution 2013-05-004; Revised 12/13/13 Resolution 2013-12-011; Revised 1/10/14 Resolution 2014-01-009; Revised 5/02/14 Resolution 2014-05-008; Revised 10/17/14 Resolution 2014-10-013; Revised 9/30/15 Resolution 2015-09-23; Resolution 2018-11-011

Resolution 2007-06-009
Date Adopted: June 9, 2007
Resolution: 2009-02-012
Revised: February 13, 2009
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Revised: May 2, 2014
Revised: October 17, 2014
Resolution: 2014-10-013
Revised: September 30, 2015
Resolution: 2015-09-23
Revised: December 12, 2015
Resolution: 2015-12-033
Resolution: 2018-11-011

Subject: Housing Programs Policy

- d. Determination for Repairs Authorized Under Grant
- e. Written Report
- f. Housing Department Responsibilities

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- n. Termination of Lease
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**§13.207 APPLICANT/TENANTS RIGHT TO APPEAL ADVERSE
DECISION BY HOUSING DEPARTMENT **37****

APPENDIX A-----Definitions

APPENDIX B ----- Income Guidelines

APPENDIX C-----Application forms

APPENDIX D----- Housing Quality Standards for Rental Assistance Program

Lisabeth Nielssen

From: Christa Goings
Sent: Thursday, November 3, 2022 2:43 PM
To: All Samish Staff
Subject: Revised Samish Tribal Council Policy Chapter 5 Personnel
Attachments: Samish Tribal Council Policy Chapter 5 Personnel 10 19 2022.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Good Afternoon Staff,

We recently made some changes to the Samish Tribal Council Policy Chapter 5 Personnel, which is attached. Most of the changes throughout the document are title changes to match the current organizational structure such as Senior Management Team was replaced with Chief Executive Team. The other major changes are listed below. We will follow-up this email with another email from Laserfiche (noreply@samishtribe.nsn.us) that all employees will receive and will be expected to acknowledge the receipt of the revised Personnel Policy and attesting they have read and understand it. If you have any questions or concerns, please contact your direct supervisor or HR. Also, soon this revised policy will also be posted on our external website Code Publishing that host all Samish Tribal Codes and Policies for quick references for all staff.

- Change Human Resources Director to Senior Human Resources Officer
- Replacing General Manager with the appropriate Chief Executive Team member (either Chief Financial Officer or Chief Operations Officer which is dependent on the organizational chart. For instance, the CFO will now be responsible for approving all hires or terminations under sections of the organizational chart. Prior, it had been the sole discretion of the General Manager)
- Changing Senior Management Team to Chief Executive Team
- Changing members or membership to citizens
- Deleted the In-House Hiring policy. Samish Indian Nation will now advertise all open positions to allow for all staff and citizens to apply for the position.
- Section 5.03.06 (1) changed the minimum advertisement and recruitment of a job posting from 10 working days to 5 working days
- Section 5.04.01 (11) inserted language for oversight of the Chief Executive Team
- Section 5.04.03 (1) Hours of Work – this section of the policy has changed to allow for the Department Directors to create flexible work hours to meet the needs of the department. It also states that if an employee is approved for flexible work hours, that employee understands that other departments may not be on the same flexible work schedule and may not have the support from those departments during some of their work hours.
- Section 5.04.03 (2) – adds language for approval of flexible work hours
- Section 5.04.04 – Changes heading from Working At Home to Hybrid Work Arrangement (the Hybrid Work Arrangement policy will be emailed to all employees in the near future)
- Section 5.04.17 - Change heading from Internet/Electronic Media to Technology
- Section 5.04.17 (1) Inserts “Samish Cellphones or personal cellphones”
- Section 5.04.17 (2) Inserts Tribal Owned Electronic Devices heading

- Section 5.04.17 (2) (a) Inserts new language regarding tribal Owned Electronic Devices should only be used by Samish Employees
- Section 5.04.17 (2) (b) Inserts new language regarding keeping tribal owned electronic devices safe from being lost, stolen, or damaged. Who to report to if any devices are lost, stolen, or damaged. This section also talks about responsibility of lost, stolen, or damaged tribal owned devices
- Section 5.04.17 (5)(a) Inserts malware language
- Section 5.07.02 changes made to this section to match our current Procedures for Evaluations including inserting SMART goals
- Section 5.15.001 language added to be transparent with all employees that some other departments may have limited access to employee files such as payroll and/or IT department who assist with proper records management

Shortly, you'll be receiving an email from Laserfiche (noreply@samishtribe.nsn.us) with the Title: Revised Samish Tribal Council Policy Chapter 5 Personnel. We asked that you review the attached revised Policy and sign it through Laserfiche. All employees will have until November 17. Please let me know if you do not receive the second email.

Christa Goings | Senior Human Resources Officer - Samish Indian Nation
 PO Box 217, 2918 Commercial Ave | Anacortes, WA 98221-2738
 Office: 360.293.6404 | Direct: 360.726.2471 | Fax: 360.299.0790 | E-mail: cgoings@samishtribe.nsn.us

5-04-001 Conduct Policy

- (1) All Tribal employees and volunteers shall be required to comply with this Conduct Policy, or be subject to disciplinary action.
- (2) *Comply with Applicable Laws.* All employees will comply with the laws, policies, priorities and procedures of the Tribe as well as any other applicable laws.
- (3) *Intimidation.* No employee will use his or her position to threaten, intimidate, harass, or improperly attempt to influence another employee, Tribal official or Tribal member.
- (4) *Deviation from Policies.* No employee will deviate from established Tribal policies without written authorization from the Tribal Council.
- (5) *Behavior.* While working, all employees are expected to conduct themselves in such a manner so as to promote the best interests of the Tribe. Employees who fail to behave in accordance with these expectations may be subject to disciplinary action. Employees will be expected to conform to the following:
 - (a) Complying with all applicable laws including criminal laws, policies, regulations, or procedures.
 - (b) Comply with all Tribal safety and security regulations.
 - (c) Maintain workplace and work area cleanliness and organization.
 - (d) Treat others in a courteous and businesslike manner.
 - (e) Refrain from conduct or behavior which is offensive, unprofessional, or contrary to the Tribe's best interests.
 - (f) Report to the employee's supervisor behavior, or evidence of behavior, by fellow employees or others that may be in violation of any applicable laws, ethical obligations, or policies.
- (6) *Criminal Conduct.* If the appropriate Chief Executive Team member has reasonable grounds to believe that an employee has committed a criminal offense that would be cause for disciplinary action under this policy, but no conviction, guilty plea or plea has been obtained, the appropriate Chief Executive Team member may suspend the employee with or without pay pending resolution of the criminal matter.
- (7) *Gifts and Favors.* Employees shall not accept any personal favor, service, gift, or other item, exceeding \$50.00 in value, from any vendor, customer, contractor, individual or firm having or proposing to do business with the Tribe. Gifts of a cultural nature are exempt from this policy. Employees whose positions are funded entirely by grants may be subject to further restrictions based on grant conditions.
- (8) *Conflict of Interest.* No employee shall make any decision which would be likely to or will result in a financial benefit or advantage to themselves or their immediate family. A conflict does not exist when an employee's decision will benefit a class of persons, usually defined in general as three or more persons. A conflict for purposes

of this subsection exists when an employee participates in a job interview where a qualified applicant is a member of the employee's immediate family.

(9) *Contract Awards.* No contract for services or goods with the Tribe will be entered into if an employee or his or her immediate family has any interest in the contracting entity or will receive a financial benefit from the contract, unless the interest has been fully disclosed and the Tribal Council approves prior to final execution of said contract.

(10) *Supervision of Relatives.* No employee shall directly supervise or be directly supervised by a member of the employee's immediate family.

(11) *Chief Executive Team.* Either member of the Chief Executive Team or the Senior Human Resources Officer is obligated to immediately report any violations of Code of Conduct from any of the Chief Executive Team member to Tribal Council and, depending on situation, seek legal advice from the Tribal Attorneys. An individual making a report under this provision is protected from retaliation for reporting. [Res. 2022-10-016 § 1, 2022.]

The Samish Tribal Policies is current through Resolution 2022-10-016, passed October 19, 2022.

Disclaimer: The nation has the official version of the Samish Tribal Policies. Users should contact the nation for ordinances passed subsequent to the ordinance cited above.

[Nation Website: www.samishtribe.nsn.us](http://www.samishtribe.nsn.us)

[Code Publishing Company, A General Code Company](#)

Housing Department – Records Retention – 2020

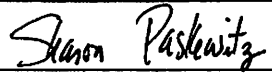
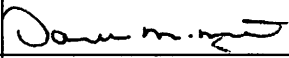

Item #	Series Titles and Description	Location	Retention Period	Office of Record	Remarks
1	Administrative Procedures and Instructions Housing Policy	Housing Department – Cannery Building 715 Seafarers Way, Anacortes 98221	Until Obsolete or superseded	Housing	
2	Administrative Working Files	Housing Department – Cannery Building 715 Seafarers Way, Anacortes 98221	3 Years	Housing	Contact tribal Archivist before disposing
3	Annual Performance Reports	Housing Department – Cannery Building 715 Seafarers Way, Anacortes 98221 Grants Compliance Office 8327 Summit Park Road, Anacortes 98221	Permanent	Housing	Grants Compliance retains original
4	Background Checks	Human Resources 2918 Commercial Avenue, Anacortes 98221	7 years	Human Resources	
5	Budget Submitted to HUD	Housing Department – Cannery Building 715 Seafarers Way, Anacortes 98221 Grants Compliance Office 8327 Summit Park Road, Anacortes 98221	Permanent	Housing	Grants Compliance retains original
6	Client Files	Archives 1013 29 th Street, Anacortes 98221	End of Contract + 7 Years	Housing	
7	Contracts and Agreements	Housing Department – Cannery Building 715 Seafarers Way, Anacortes 98221 Grants Compliance Office 8327 Summit Park Road, Anacortes 98221 Administration 2918 Commercial Avenue, Anacortes 98221	End of Contract + 7 Years	Housing	Contract Appraisals & Building Inspections
8	Correspondence	Housing Department – Cannery Building 715 Seafarers Way, Anacortes 98221	2 Years	Housing	Contact tribal Archivist before disposing
9	Financial Support Documents (Continuing grants)	Housing Department – Cannery Building 715 Seafarers Way, Anacortes 98221 Grants Compliance Office 8327 Summit Park Road, Anacortes 98221	Permanent	Housing	Federal grants reference Federal Register OMB A102

10	Grant Agreement	Housing Department – Cannery Building 715 Seafarers Way, Anacortes 98221 Grants Compliance Office 8327 Summit Park Road, Anacortes 98221	Permanent	Housing	Federal grants reference Federal Register OMB A102
11	Grant Application Approved	Housing Department – Cannery Building 715 Seafarers Way, Anacortes 98221 Grants Compliance Office 8327 Summit Park Road, Anacortes 98221	Permanent	Housing	Federal grants reference Federal Register OMB A102
12	Grant Project Warrants, Checks and Vouchers	Grants Compliance Office 8327 Summit Park Road, Anacortes 98221	Permanent	Housing	
13	HUD Inspection	Housing Department – Cannery Building 715 Seafarers Way, Anacortes 98221	Close of grant + 3 years	Housing	Contact tribal Archivist before disposing
14	Purchase Orders	Housing Department – Cannery Building 715 Seafarers Way, Anacortes 98221	3 Years	Housing	
15	Project Reports	Housing Department – Cannery Building 715 Seafarers Way, Anacortes 98221	Permanent	Housing	Federal grants reference Federal Register OMB A102
16	Training Manual	Housing Department – Cannery Building 715 Seafarers Way, Anacortes 98221	2 Years	Housing	

Records Retention Approval Form

I have read and reviewed the attached retention schedule and approve as accurate and understand all the information written within the schedule for the Housing Department.

I understand that department staff are responsible for informing the Division Head and Records Manager know when records are to be transferred to records storage, or records are to be destroyed.

Approvals	Printed Name	Signature	Date
Department/ program Director	Sharon Paskewitz		11-05-2019
Division Head	Dana Matthews		11-05-2019
Records Manager	Jason Ticknor		11/7/19



Samish Indian Nation Right to Appeal

TIME TO FILE AN APPEAL

- A. An appeal of a Tribal Department's final decision by a tribal member ***must be received within 30 days from the date the final decision was issued.**
- B. No extensions of time for filing an appeal may be granted by the Board or Tribal Council.

HOW TO FILE AN APPEAL

- A. A tribal member shall make an appeal of a final decision in writing.
- B. **The written request shall include:**
 - ☐ **A copy of the final decision;**
 - ☐ **Detail the reason(s) the tribal member believes the decision of the Tribal Department was in error; and**
 - ☐ **Include the address and telephone number where the tribal member may be contacted.**
- C. The written request must indicate whether the tribal member desires a hearing before the board. If the tribal member does not request a hearing, the decision of the board will be based solely on the documents submitted by the tribal member and the tribal department.
- D. The written request for an appeal and a hearing (if requested) shall ***be mailed or delivered to the Tribal Administrative Offices at P.O. Box 217 Anacortes, WA. 98221 and be labeled "Confidential Administrative Appeal"**

Chapter 5-14

Grievances and Disputes

5-14-001 Employee Conflict Resolution Procedures

- (1) A grievance is a dispute between two or more employees.
- (2) All work-related grievances, which occur between employees, shall be resolved by following the procedures as outlined in the following sections. A formal grievance is the only process available for the formal resolution of employment-related disputes between Tribal employees. This grievance policy may not be used to resolve disciplinary actions and an employee may not use this policy to resolve a disciplinary action.
- (3) It is the policy of the Samish Indian Nation that job-related difficulties be resolved informally whenever possible. However, when informal methods have failed to achieve a satisfactory resolution, or the employee chooses not to utilize the informal resolution process, an aggrieved employee shall follow the formal grievance procedures.
- (4) The grievance procedures outlined in this chapter do not apply to personnel action decisions of the Tribe. Any and all disputes regarding a personnel action decision must follow the procedures for formal grievances. Personnel actions cannot be challenged under the grievance procedure. [Res. 2022-10-016 § 1, 2022.]

5-14-002 Informal Resolutions

- (1) It is the intention of the Samish Tribal Council and the policy of those charged with administering Tribal Government to provide procedures for resolving disputes involving Tribal employees in a manner that is respectful in its process and supportive of all peoples' dignity.
- (2) It is the policy of the Samish Indian Nation to resolve disputes as soon as appropriately possible after they arise.
- (3) Employees are expected to make every effort to resolve job related difficulties and problems with other employees in an informal manner. An employee shall initiate an informal grievance process for any dispute within three working days of its occurrence, or three working days after the employee should reasonably have learned of the event giving rise to the dispute, whichever is later.
- (4) The Tribe and the employee may use whatever process seems appropriate to resolve the problem.
- (5) The Senior Human Resources Officer will maintain a record of informal grievances. [Res. 2022-10-016 § 1, 2022.]

5-14-003 Formal Grievances

(1) *File Grievance With Senior Human Resources Officer.*

(a) Formal grievances shall be submitted in writing within 10 working days of the event's occurrence, or 10 working days after the employee should reasonably have learned of the event giving rise to the grievance, whichever is later. This time period shall halt if the parties are engaged in informal conflict resolution and shall begin to run again if a resolution is not reached through the informal process. The employee must file a written grievance with the Senior Human Resources Officer. The employee must attach all relevant documentation to the initial grievance.

(b) The Senior Human Resources Officer will investigate the grievance including obtaining a response to the grievance from the employee who is the subject of the written grievance and determine a resolution of the grievance. The Senior Human Resources Officer will respond in writing to the grievance within 10 working days after receiving the grievance (excluding the date that the grievance was received) explaining her/his decision. Both employees will acknowledge receipt of the decision. The Senior Human Resources Officer will provide a copy of the decision to both employees and place the decision in both employees' personnel file.

(c) If the Senior Human Resources Officer fails to respond within the time limits, the employee may proceed to the next step in the grievance procedure.

(d) If the Senior Human Resources Officer fails to respond to the grievance within the time limits of subsection [\(1\)\(a\)](#) of this section (Step 1), or the employee's grievance is not resolved to his or her satisfaction at Step 1, the employee may submit the grievance to the appropriate Chief Executive Team member. The grievance must be submitted in writing within five days of receipt of the Senior Human Resources Officer's written response or within five days of the date the Senior Human Resources Officer was required to respond.

(e) The appropriate Chief Executive Team member shall issue a decision within 30 days of receipt of the grievance. After the appropriate Chief Executive Team member's decision is completed an employee may choose to file a grievance with the Appeals Board pursuant to the provisions of the Appeals Board Ordinance.

(2) *Conflict of Interest.* In those situations where it would be a conflict of interest for a supervisor to hear the grievance, that supervisor shall excuse him or herself from hearing the matter. The supervisor will forward the grievance to the next higher level of supervision. If that level is the appropriate Chief Executive Team member, the appropriate Chief Executive Team member will have the discretion to appoint another supervisor to hear the grievance.

(3) *Procedures Where Grievance Is Against a Chief Executive Team Member.* If an employee has a grievance against a Chief Executive Team member, the employee may file his/her grievance with the Samish Tribal Council. The grievance must be submitted in writing to the Tribal Council Secretary within 10 working days of the event's occurrence, or 10 working days after the employee should reasonably have learned of the event giving rise to the grievance, whichever is later. The provisions of the Appeals Board Ordinance govern the procedure for reviewing the employee's grievance. [Res. 2022-10-016 § 1, 2022.]

5-14-004 Personnel Action Resolution Procedures

- (1) An employee may seek review of a personnel action decision.
- (a) A personnel action decision is any decision by the employee's supervisor regarding the employee's status as an employee with the Tribe, such as a disciplinary action, termination of employment or the employee's ability to qualify for any one of the benefits contained in the Personnel Policy such as approval or denial of administrative leave or compensatory time.
 - (b) If the employee's supervisor made the personnel action decision, the employee may seek review by filing a written request for review with the supervisor's manager. The request must be filed with the supervisor's manager within five days of receipt of the supervisor's written notice of a decision concerning the personnel action. The manager has five days to respond to the employee's request.
 - (c) If the employee wishes to dispute the personnel action decision of a manager, the employee may seek review of the decision by the appropriate Chief Executive Team member. The appropriate Chief Executive Team member shall review the decision of the supervisor for compliance with the Personnel Policy.
- (2) *Appeals Board Review of Decisions of the Appropriate Chief Executive Team Member.* In certain circumstances the Personnel Policy requires the appropriate Chief Executive Team member to make initial personnel action decisions. When the appropriate Chief Executive Team member makes the initial personnel action decision the appropriate Chief Executive Team member will conduct an evidentiary hearing as appropriate before making a final decision. The appropriate Chief Executive Team member's decision will be final for the Tribe. If an employee disagrees with the appropriate Chief Executive Team member's final decision, the employee may appeal the decision to the Appeals Board pursuant to the provisions of STC 16.001 et seq. [Res. 2022-10-016 § 1, 2022.]

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4-90-060 Dispute Resolution

(1) *General.* It is the Nation's policy to resolve all procurement and contractual issues timely and informally at the Tribal level without litigation.

(2) *Bid Protests.*

(a) An unsuccessful bidder or offeror may file a written complaint (or protest) with the Contract Representative within 10 calendar days from the date of Nation's notice to the unsuccessful bidder or offeror or from the date of the action (or omission) upon which the complaint is based. The complaint must be signed and shall detail the basis of the complaint. No untimely or oral complaint will be considered.

(b) The Nation will not suspend contract performance or terminate the award of the contract unless the Nation determines, in its sole discretion, that it appears likely that the contract award will be invalidated and that a delay in receiving the supplies or services will not be prejudicial to Nation's interests.

Upon receipt of a complaint, the Contract Representative shall promptly stamp the date and time of receipt on the complaint, and immediately send acknowledgment of receipt of the complaint and inform the Finance Grant Compliance Officer who is the designated authority to review and resolve bid protests under this policy.

(c) Within five business days of receipt of a complaint, the Finance Grant Compliance Officer shall meet, or communicate by mail or telephone, with the complainant in an effort to resolve the matter. The Finance Grant Compliance Officer shall make a determination on the complaint within 10 business days of Nation's receipt of the written complaint. The decision of the Finance Grant Compliance Officer is the final decision for the Nation.

(d) A complainant must exhaust all administrative remedies with the Nation before pursuing a protest with the applicable funding source.

(e) Reviews of complaints by the funding source will be limited to:

(i) Violations of Federal or relevant law or regulations and the standards of this section; and

(ii) Violations of the Nation's complaint procedures for failure to review a complaint or protests.

(f) Violations of Tribal law will be under the jurisdiction of the Samish Indian Nation.

(3) *Contract Claims and Disputes.* All claims by a contractor relating to performance of a contract shall be submitted in writing to the Finance Grant Compliance Officer, who will immediately acknowledge receipt of the complaint. The contractor may request a conference on the claim. The decision of the Finance Grant Compliance Officer is the final decision for the Nation.

(4) *Protests Involving Indian Preference.* Complaints arising out of any of the methods of providing for Indian preference shall be handled in accordance with procedures in [24 CFR 1000.54](#). [Res. 2021-02-015 § 2 (Att. 1), 2021.]

The Samish Tribal Policies is current through Resolution 2022-10-016, passed October 19, 2022.

Disclaimer: The nation has the official version of the Samish Tribal Policies. Users should contact the nation for ordinances passed subsequent to the ordinance cited above.

[Nation Website: www.samishtribe.nsn.us](http://www.samishtribe.nsn.us)

[Code Publishing Company, A General Code Company](#)



Resolution 2022-02-008

Approve NAHASDA-HUD Annual Performance Report (APR) for 2021

Approved February 9th, 2022

- WHEREAS** the Samish Indian Nation was federally re-acknowledged by the Assistant Secretary of the Department of the Interior of the United States of America on April 6, 1996;
- WHEREAS** the Samish Tribal Council is empowered to act on behalf of the Samish Indian Nation pursuant to Article VI, Section 2, of the Samish Tribal Constitution, approved November 14, 2003, by Resolution of the Samish Tribal Council and adopted and ratified by Vote of the Samish General Council on March 2, 2004, and recognized by the Assistant Secretary for Indian Affairs, David W. Anderson on April 20, 2004;
- WHEREAS** the health, safety, welfare and education of the citizens and family members of the Samish Indian Nation is the responsibility of the Tribal Council of the Samish Indian Nation;
- WHEREAS** the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA), at Section 404, as amended, requires the Department of Housing and Urban Development to assess, at least annually, each recipient's performance under the Act;
- WHEREAS** Samish Indian Nation must complete the Tribe's Annual Performance Report (APR) for the program year that ended December 31, 2021;
- WHEREAS** the review of this report is designed to evaluate the APR and provide comments on data quality and overall performance;
- WHEREAS** the Samish Tribal Council has reviewed the attached summary of the NAHASDA-HUD Annual Performance Report for 2021 and has determined that the APR can be posted for tribal citizens and public comment on the Housing Departments Web Page and submitted to HUD;

THEREFORE BE IT RESOLVED by the Samish Tribal Council:

1. That the submittal of the NAHASDA-HUD Annual Performance Report for 2021 is approved.

MAILING ADDRESS: P.O. BOX 217 • ANACORTES, WA 98221

LOCATION: 2918 COMMERCIAL AVE • ANACORTES, WA 98221

PHONE: (360) 293-6404 • **FAX:** (360) 299-0790 • www.samishtribe.nsn.us

Resolution: 2022-02-008
Page 1 of 2

SAMISH TRIBAL COUNCIL

By:



Thomas D. Wooten
Tribal Council Chairman

CERTIFICATION

The above resolution was duly adopted by the Samish Tribal Council on the 9th day of February, 2022, at which time a quorum was present, by a vote of:

7 FOR, 0 AGAINST, 0 ABSTAIN.

Certified

by:



Dana M. Matthews
Tribal Council Secretary

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Resolution: 2022-02-008
Page 2 of 2



Resolution 2022-10-009
Approve 2023 Indian Housing Plan
Approved October 15th, 2022

- WHEREAS** the Samish Indian Nation was federally re-acknowledged by the Assistant Secretary of the Department of the Interior of the United States of America on April 6, 1996;
- WHEREAS** the Samish Tribal Council is empowered to act on behalf of the Samish Indian Nation pursuant to Article VI, Section 2, of the Samish Tribal Constitution, approved November 14, 2003, by Resolution of the Samish Tribal Council and adopted and ratified by Vote of the Samish General Council on March 2, 2004, and recognized by the Assistant Secretary for Indian Affairs, David W. Anderson on April 20, 2004;
- WHEREAS** the health, safety, welfare and education of the citizens and family members of the Samish Indian Nation is the responsibility of the Tribal Council of the Samish Indian Nation;
- WHEREAS** the Native American Housing Assistance and Self-Determination Act (NAHASDA) of 1996 simplified and reorganized the system of providing housing assistance to federally recognized Native American tribes to help improve their housing and other infrastructure. It reduced the regulatory strictures that burdened tribes and essentially provided for block grants so that they could apply funds to building or renovating housing as they saw fit. This was in line with other federal programs that recognized the sovereignty of tribes and allowed them to manage the funds according to their own priorities;
- WHEREAS** the Samish Tribal Council recognizes the NAHASDA Indian Housing Plan needs to be submitted to the United States Department of Housing and Urban Development (HUD) to assure continued services for Tribal Citizens;
- WHEREAS** the Samish Tribal Council has reviewed the attached budget and acknowledges the Housing Department has estimated the following funds available for calendar year 2023: Carry Over Funds in 2022 at \$2,718,256.21; Indian Housing Block grant estimated award for 2023 at \$1,230,144.00 and the estimated payback for Samish Xwch'angteng Housing Project at \$600,000.00;
- WHEREAS** the Samish Tribal Council has reviewed attached budget and is aware that the funding allows for a 20% indirect rate, and that there will not be a shortfall for calendar year 2023;

THEREFORE BE IT RESOLVED by the Samish Tribal Council:

1. Approves the housing department to submit \$4,548,400.21 to HUD for the 2023 Indian Housing Plan.
2. Authorizes the Chairman and/or designee to sign, submit, negotiate, amend, and/or modify the agreement.

SAMISH TRIBAL COUNCIL

By:



**Thomas D. Wooten
Tribal Council Chairman**

CERTIFICATION

The above resolution was duly adopted by the Samish Tribal Council on the 15th day of October, 2022, at which time a quorum was present, by a vote of:

7 FOR, 0 AGAINST, 0 ABSTAIN.

Certified

by:



**Dana M. Matthews
Tribal Council Secretary**

MAILING ADDRESS: P.O. BOX 217 • ANACORTES, WA 98221

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PHONE: (360) 293-6404 • **FAX:** (360) 299-0790 • www.samishtribe.nsn.us

Resolution: 2022-10-009
Page 2 of 2

Lisabeth Nielssen

From: Lisabeth Nielssen
Sent: Wednesday, November 23, 2022 8:41 AM
To: Christa Goings
Subject: RE: Grievance tracking system

Looks like a great tracking system. Thank you!

Hope you have a great Thanksgiving break.



Lisabeth Nielssen | Compliance Officer - Samish Indian Nation
2918 Commercial Avenue | Anacortes, WA 98221
Office: 360-293-6404 | Direct: 360-726-2569 | E-mail: LNielssen@samishtribe.nsn.us

From: Christa Goings <cgoings@samishtribe.nsn.us>
Sent: Wednesday, November 23, 2022 8:39 AM
To: Lisabeth Nielssen <lnielssen@samishtribe.nsn.us>
Subject: Grievance tracking system

Hi Lisabeth,

Will this suffice as a grievance tracking system for the purposes discussed at the Self-Monitoring Organization and Structure Meeting yesterday? I have marked out the names for confidentiality purposes.

A	B	C	D	E	F
			DATE	DATE	
			SUPERVISOR	DATE FILED	INVESTIGATION
COMPLAINANT	RESPONDENT	NATURE	NOTIFIED	WITH HR	DATES
[REDACTED]	[REDACTED]	Bullying/harassment	5/19/2022	5/25/2022	5/31 - 6/6/2022

Christa

Christa Goings | Senior Human Resources Officer - Samish Indian Nation
PO Box 217, 2918 Commercial Ave | Anacortes, WA 98221-2738
Office: 360.293.6404 | Direct: 360.726.2471 | Fax: 360.299.0790 | E-mail: cgoings@samishtribe.nsn.us



Mail payment to:
Brown & Brown of Washington Inc.
P.O. Box 743048
Los Angeles, CA 90074-3048

Overnight payment to:
Brown & Brown of Washington Inc.
Lockbox 743048
2706 Media Center Drive
Los Angeles, CA 90065-1733

To Pay Online: bbseattle.epaypolicy.com

Samish Indian Nation
PO Box 217
Anacortes, WA 98221

INVOICE

Customer	Samish Indian Nation
Acct #	400978
Date	12/22/2021
Customer Service	(206)956-1600
Page	1 of 1

Payment Information	
Invoice Summary	\$ 69,420.00
Payment Amount	
Payment for:	Invoice#7444957
NACL00143-17	

Thank You

Please detach and return with payment



Customer: Samish Indian Nation

Invoice	Effective	Transaction	Description	Amount
7444957	01/01/2022	Renewal quote	Policy #NACL00143-17 01/01/2022-01/01/2023 Hudson Insurance Company Package - Renewal quote TF Broker Fee - PKG - Renewal quote	64,870.00 4,550.00

Total

\$ 69,420.00

Thank You

Please remit payment upon receipt.
Thank you!

Brown & Brown of Washington, Inc.

800 5th Ave Suite 2400
Seattle, WA 98104

(206)956-1600

Date

12/22/2021



Date: December 21, 2021

Named Assured: Samish Indian Nation (See Schedule of Named Assureds)

Location: PO Box 217, Anacortes, WA 98221

Policy Number: NACL00143-17

Policy Period: January 1, 2022 to January 1, 2023

This binder summarizes the terms and conditions for which the following insurance coverages have been bound by Hudson Insurance Company. Please review this binder carefully. These terms may vary from the coverages and limits and other provisions requested in the application.

This binder is valid for 60 days from the date of this binder.

SUMMARY OF COVERAGES, LIMITS, PREMIUMS, AND RETAINED LIMITS

Coverage Part I

Insuring Agreement & Coverage	Limits of Insurance	Retained Limit	Premium
Insuring Agreement A General Liability including Contractual Liability	\$5,000,000 Each Occurrence	\$1,000 Each Occurrence Indemnity Only	Included
Products/Completed Operations Liability (except as provided under Insuring Agreement G.)	\$5,000,000 Each Occurrence		
	\$7,000,000 Annual Aggregate		
Fire Legal Liability	\$250,000 Each Occurrence		
Insuring Agreement B - Liquor Liability	-- Each Occ and Annual Aggregate	-- Each Occurrence Indemnity Only	Excluded
Insuring Agreement C - Cemetery Malpractice Liability	-- Each Occ and Annual Aggregate	-- Each Occurrence Indemnity Only	Excluded
Insuring Agreement D - Innkeeper's Legal Liability	\$100,000 Each Occ and Annual Aggregate	\$1,000 Each Occurrence Indemnity Only	Included
CLAIMS COVERED UNDER INSURING AGREEMENTS A, B, C, & D ARE SUBJECT TO A GENERAL AGGREGATE LIMIT OF: \$10,000,000			
Insuring Agreement E - Police and/or Law Enforcement Officials Liability	-- Each Occ and Annual Aggregate	-- Each Occurrence Indemnity Only	Excluded
Insuring Agreement F - Automobile Liability	\$5,000,000 Each Occurrence	\$500 Each Occurrence Indemnity Only	Included
Inc. Hired and Non-Owned Auto Liability			Included
Auto Medical Payments Coverage	\$5,000 Per Person	--	Included
PIP	Not Covered Per Person	--	Excluded
Uninsured/Underinsured Motorists Coverage	\$1,000,000 Each Occurrence	--	Included
Insuring Agreement G - Automobile Physical Damage	Per Schedule Filed w/ Hudson	\$500 Each Occurrence	Included
Inc. Hired Non-Owned Auto Physical Damage			
Garagekeepers Legal Liability (Valet Parking)	Not Covered Each Occurrence	-- Each Occurrence	Excluded
Garage Liability and Garagekeeper's Legal	Not Covered Each Occurrence	-- Each Occurrence	Excluded

Coverage Part II

Insuring Agreement H - Tribal Officials E&O Liability * Retroactive Date: January 1, 2004	\$5,000,000 Each Claim \$5,000,000 Annual Aggregate	\$1,000 Each Claim Indemnity & Expense	Included
Insuring Agreement I - Misc. Errors/Omissions Liability * Retroactive Date: -Split Retro Date	\$5,000,000 Each Claim \$5,000,000 Annual Aggregate	\$1,000 Each Claim Indemnity & Expense	Included
Insuring Agreement J - Employee Benefits Liability * Retroactive Date: 1/1/2004 -Split Retro Date	\$5,000,000 Each Claim \$5,000,000 Annual Aggregate	\$1,000 Each Claim Indemnity & Expense	Included
Insuring Agreement K - Medical Malpractice Liability * Retroactive Date: March 12, 2021	\$5,000,000 Each Claim \$5,000,000 Annual Aggregate	\$1,000 Each Claim Indemnity & Expense	Included
Insuring Agreement L - Employment Practices Liability * Retroactive Date: -Split Retro Date	\$5,000,000 Each Claim \$5,000,000 Annual Aggregate	\$1,000 Each Claim Indemnity & Expense	Included
Insuring Agreement M - Sexual Misconduct Liability * Retroactive Date: January 1, 2004	\$500,000 Each Claim \$1,000,000 Annual Aggregate	\$1,000 Each Claim Indemnity & Expense	Included
Insuring Agreement N - Fiduciary Liability * Retroactive Date: March 8, 2017	\$1,000,000 Each Claim \$1,000,000 Annual Aggregate	\$1,000 Each Claim Indemnity & Expense	Included
Insuring Agreement O - E-Commerce Liability * Retroactive Date:	-- Each Claim -- Annual Aggregate	-- Each Claim Indemnity & Expense	Excluded



Coverage Part III - Crime Insurance

Insuring Agreement & Coverage	Limits of Insurance	Retained Limit	Premium
Insuring Agreement A (i) Money & Valuable Instruments and Other Tangible Property Within Premises	-- Each Loss	-- Each Occ - Indemnity and Expense	Excluded
Insuring Agreement A (ii) Money & Valuable Instruments and Other Tangible Property Outside Premises	-- Each Loss	-- Each Occ - Indemnity and Expense	Excluded
Insuring Agreement B Employee Theft	-- Each Loss	-- Each Occ - Indemnity and Expense	Excluded
Insuring Agreement C Faithful Performance	-- Each Loss	-- Each Occ - Indemnity and Expense	Excluded
Insuring Agreement D Computer Fraud	-- Each Loss	-- Each Occ - Indemnity and Expense	Excluded
Insuring Agreement E Falsified Instruments and Instructions	-- Each Loss	-- Each Occ - Indemnity and Expense	Excluded

Premium Total: \$64,870

Fees (if any): \$0

GRAND TOTAL: \$64,870

* Retroactive date affords coverage to unknown claims only.

Terrorism Coverage: Coverage for acts of terrorism is included in this policy.

Policy Form: Sovereign Nation Commercial Insurance Declaration (07/2016 Edition)
Sovereign Nation Commercial Insurance Policy SN 7/2016 Edition

This coverage is bound subject to the following terms and conditions:

This binder is not intended to be a complete explanation of policy coverage or terms. Actual policy will govern the scope and limits of protection afforded.